



HHS CIRCULAR C-019

Health and Human Services

Procurement Card Program Policy Manual

Purpose

To establish policy for the procurement card program as an efficient, cost-effective method of purchasing and paying for goods and services while maintaining strict compliance with all state and federal laws, rules and regulations governing procurement and accounting functions.

Directive

- All procurement card transactions within the Health and Human Services System (HHS) are governed by the policy as defined in the Health and Human Services Procurement Card Program Policy Manual.
- HHS agency employees must comply at all times with the policy and procedures outlined in the Health and Human Services Procurement Card Program Policy Manual.

Background

In March 2005, HHSC Internal Audit, in collaboration with the Internal Audit Divisions in DADS, DSHS, DARS, and DFPS, conducted an audit of the HHS Enterprise Procurement Card Program.

In July 2006, the audit report findings were submitted to Executive Commissioner Hawkins for review, and the Enterprise ProCard workgroup was established. The workgroup revised the previous HHS Procurement Card Policy based on audit recommendations and current TBPC and Comptroller requirements.

In December 2006, the revised HHS Procurement Card Program Policy Manual was reviewed and approved by the Procurement Council and Contract Council.

Summary

As a result of HHSC Internal Audit's review of the enterprise procurement card program, ECPS revised the HHS Procurement Card Program Policy Manual to encompass TBPC and Comptroller requirements, as well as, HHSC Internal Audit and the Enterprise ProCard workgroup recommendations. This circular establishes the HHS Procurement Card Program Policy Manual as the enterprise-wide policy for use of procurement cards.



The policy manual can be found on the ECPS intranet site at http://hhscx.hhsc.state.tx.us/Admin/purch/procure_manual/ATT2.doc.

Inquiries

Inquiries regarding the content of this circular should be directed to Michael Woolsey, Director of Enterprise Contract and Procurement Services (ECPS), HHSC, at (512) 206-5426 or by e-mail Michael.Woolsey@hhsc.state.tx.us.